

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
BUILDING AND GROUNDS PATROL OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees

Location: Connecticut Juvenile Training School

Job Posting No: LR43999BGP

Hours: 34 hours (weekly)

Salary: \$18.16 - \$24.37

Closing Date: 05/09/2014

Eligibility Requirement: The Department of Children and Families is currently seeking qualified candidates to fill one (1) anticipated part-time 34 hours weekly [Buildings and Grounds Patrol Officer](#) position at the Connecticut Juvenile Training School in Middletown, CT. The schedule for this position is as follows: Friday - Monday, 2nd shift position (2:30 p.m. - 11:00 p.m.).

Example of Duties:

Enforces regulations relating to parking and traffic control as established by assigned agency; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at a desk post; at a state hospital, assists in maintaining order among patients; assists in searching for missing patients; may assist in fire prevention and fire fighting activities; at an agency or institution, may oversee the activities of fellow officers as designated; at the State Regional Market, collects stall fees from vendors and prepares receipts of same; performs related duties as required.

Knowledge, Skills and Abilities: Interpersonal skill; basic oral and written communication skill; ability to think and act quickly in an emergency with judgment and discretion.

General Experience: BUILDINGS AND GROUNDS PATROL OFFICER, BUILDINGS AND GROUNDS PATROL OFFICER (CONNECTICUT MARKETING AUTHORITY): Any experience or training which would provide the skills and abilities indicated above.

Special Requirement:

1. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
2. Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

Physical Requirement:

1. Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity to perform the duties of the class
2. Applicants may be required to pass a physical examination.

Working Conditions: Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of the class.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the [State of Connecticut Application for Employment \(CT-HR-12\)](#), indicating the Job Posting No. LR43999BGP, resume, letter of intent, three (3) letters of supervisory references, and a copy of any applicable certification;

current state employees must submit their two most recent performance appraisals in lieu references, mail to: CJTS, 1225 Silver Street, Middletown, CT 06457 or fax to: (860) 638-2465, **NO E-MAILS PLEASE**, by **May 9, 2014**.

Mail Application to:
DCF
Lizette Basile
1225 Silver Street, Middletown CT 06457
Fax - 860-638-2465

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.